



Our Ref: AKB/kmd/attendance/lategate

November 2025

Dear Parent/Carer,

Re: Punctuality - Introduction of the OWS Late Gate

We would like to take this opportunity to thank all the pupils who regularly attend school on time for registration and at the same time also inform parents/carers of our new procedures regarding punctuality.

The importance of being on time for the school day

At Oldbury Wells School, pupils are expected to be on site by **8:40am**, with **registration starting promptly at 8:45am** each day. Arriving late places pupils at a disadvantage, as they miss the opportunity to begin the day with their peers and to receive important messages. Missing the start of lessons also affects learning, as pupils do not benefit from the recap of prior learning or the instructions needed for the lesson ahead. There is a clear and well-established link between attendance and achievement, and lost learning time due to lateness is something we are all keen to prevent.

- 5 minutes late to lessons each day means 3 missed days of school in a year
- 15 mins late each day means you will miss 10 days of school in a year
- 20 mins late each day means you miss 13 days of school in a year.

Your support in ensuring your child arrives at school punctually is vital to prevent disruption to their learning and to the learning of others.

OWS Late Gate – beginning 1st December 2025

In order for parents/carers to be informed of their child's lateness to school, we have begun to send daily text messages home to notify parents. We are also introducing a **Late Gate**. Our site entrances will be manned by senior staff and pupils arriving after 8.45am will be instructed to attend a lunchtime detention on one of our *late tables* in the school canteen.

Rewarding Excellent Attendance and Punctuality

We will also continue to recognise exemplary punctuality and attendance. Your child may have received one of the 110 'Queue Jump' passes that have been handed out this term and could stand a chance of winning an attendance gift voucher in time for Christmas.

We understand that there may be rare occasions when a pupil is unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the school office to inform us when your child will arrive. If you have any concerns regarding punctuality or would like to discuss any issues further then please contact your child's Head of Year.

Yours faithfully

Mrs A Bishell
Assistant Headteacher

